



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

**ADULT USE SPECIAL EXCEPTION APPLICATION
ABC-OFF PREMISES**



Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Contact the Virginia Department of Alcoholic Beverage Control located at 1103 S. Military Highway, PO Box 1486, Chesapeake, VA 23327-1486; Telephone No.: 757-424-6700.
3. Submit completed application with all required attachments including Exhibit A, Survey/Site Plan, Floor Plan, (*see attached Site Plan and Floor Plan examples) check for \$265 made payable to Treasurer, and City of Norfolk.
4. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will review application to determine completeness.
6. Staff will post legal notice of application request and photograph subject property.
7. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
8. Applicant **must** attend public hearing:
 - ? Where: City Hall Building
11th Floor, Council Chambers
 - ? Time: 2:30 p.m.
9. During the Commission's hearing:
 - ? Applicant must register to speak
 - ? Staff will present application and recommendation
 - ? Applicant/representative may make a presentation
 - ? Proponents may speak
 - ? Opponents may speak
 - ? Rebuttal
10. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
11. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
12. In accordance with the City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the effective date of said ordinance; otherwise said ordinance shall be void.
13. The special exception shall automatically expire upon a change in ownership, possession, operation or management of the facility.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

5TH FLOOR, ROOM 508
(757) 664-4752; FAX (757) 664-1569
WWW.NORFOLK.GOV/PLANNING

**ADULT USE SPECIAL EXCEPTION APPLICATION
ABC-OFF PREMISES**



**City of
Norfolk**

Application For City Planning Commission Public Hearing

ADULT USE SPECIAL EXCEPTION – ABC OFF-PREMISES

Adult Use Special Exception: Establishment for the Sale of Alcoholic Beverages for Off-premises Consumption..... \$265.00

Date of Application: _____

Name of applicant: (Last) _____ (MI) _____ (First) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax number () _____

DESCRIPTION OF PROPERTY

1. Property location: (Street Number) _____ (Street Name) _____

Lot number(s) _____ Block Number _____ Zoned _____ Subdivision _____

Legal Description _____

Existing Use of Property _____

Proposed Use _____

List Proposed Hours of Operation:

Weekday From _____ To _____

Friday From _____ To _____

Saturday From _____ To _____

Sunday From _____ To _____

Trade Name of Business (If applicable) _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

2. Name of property owner:(Last)_____ (MI)_____ (First)_____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

REQUIRED ATTACHMENTS:

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (*see attached example).
- ✓ 2 8½x14 copies of a floor plan drawn to scale showing seats, tables, bar, dance floor area, disc jockey area, and ingress and egress (*see attached example).
- ✓ Completed Exhibit A, Description of Operations.
- ✓ Please provide a brief description of the business (i.e., # of employees, current locations, type of restaurant, etc...).

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

_____/_____/_____
(Property owner or authorized agent signature) (Date)

SIGNED:

_____/_____/_____
(Applicant signature) (Date)

FILING DEADLINE

December 9, 2002
January 13, 2003
February 10, 2003
March 10, 2003
April 7, 2003
May 12, 2003
June 9, 2003
July 14, 2003
August 11, 2003
September 8, 2003
October 6, 2003
November 3, 2003
December 8, 2003

HEARING DATE

January 23, 2003
February 27, 2003
March 27, 2003
April 24, 2003
May 22, 2003
June 26, 2003
July 24, 2003
August 28, 2003
September 25, 2003
October 23, 2003
November 20, 2003
December 18, 2003
January 22, 2004

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508
Norfolk, Virginia 23510
Telephone (757) 664-4752 Fax (757) 441-1569



City of Norfolk

EXHIBIT "A" Off-Premise Sale Of Alcoholic Beverage

Date of Application: _____

Name of business: _____

Address of business: _____

Name(s) of business owner(s): _____

Name(s) of property owner(s): _____

Name(s) of business manager(s)/operator(s): _____

Daytime telephone number (): _____

1. Type of alcoholic beverage applied for:

☐ Beer ☐ Wine & Beer

2. Alcoholic beverages to be sold:

☐ Room temperature ☐ Refrigerated

3. List the liquid content size of all alcoholic beverages that will be sold at this location (i.e. 6 oz; 12 oz; 32 oz; etc.):

_____ ounce _____ ounce _____ ounce

_____ ounce _____ ounce

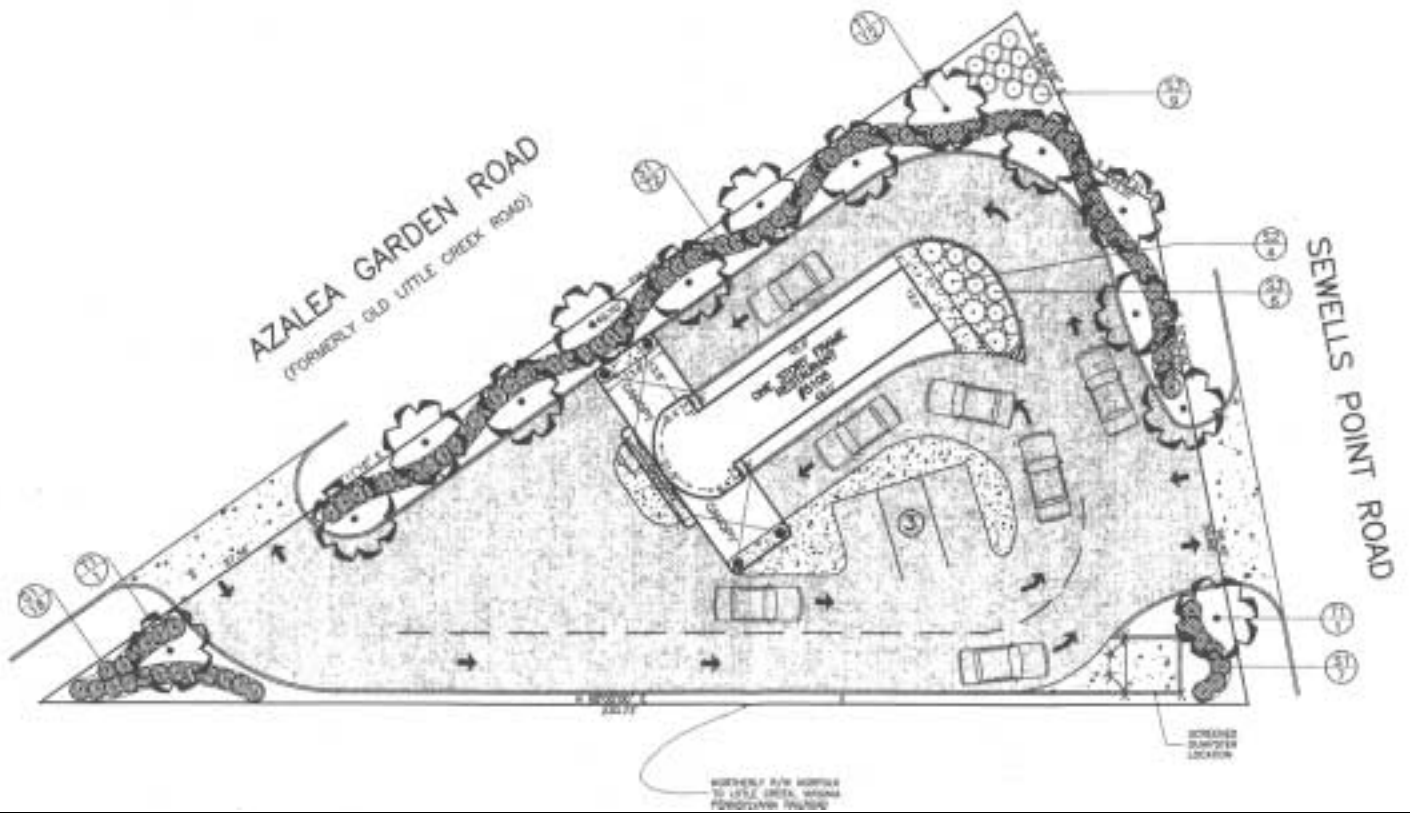
4. Will alcoholic beverages be sold in single cans/bottles or by carton/case only?

Explain: _____

Signature of applicant/owner

EXAMPLE

SITE PLAN

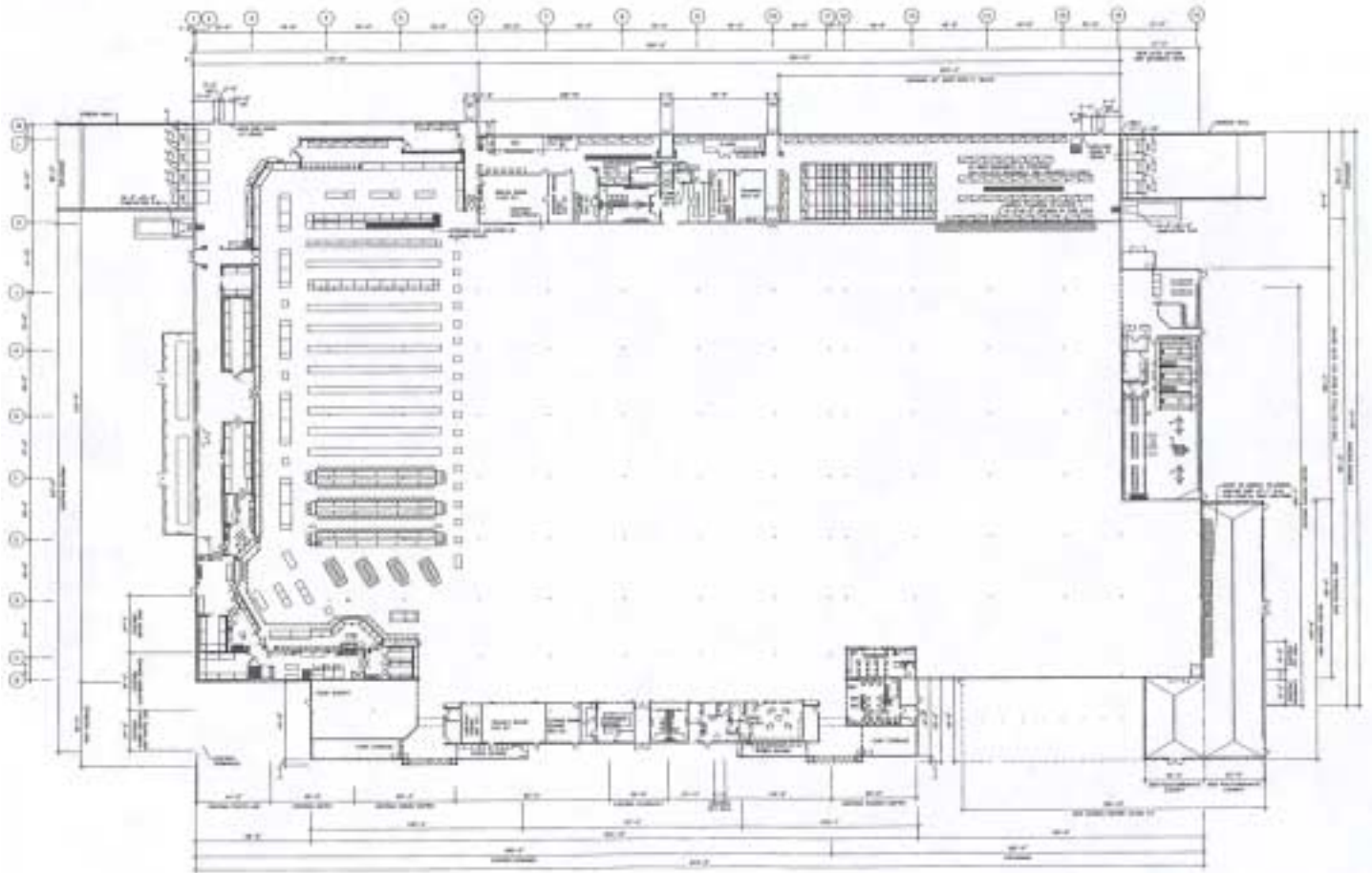


Survey/Site Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shall meet all requirements of the City of Norfolk Zoning Ordinance, 1992
- Must show: all existing and proposed building footprints, driveways, parking, landscaping, and property lines.
- A sealed survey is preferred, however, a site plan meeting all of the above criteria may be acceptable.

EXAMPLE

FLOOR PLAN



Floor Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shelves
- Coolers
- Indicate where ABC merchandise will be displayed (hot and cold)
- Ingress/egress
- Cashier area